

I. Call to Order

Pat Musburger called the meeting to order at 1:52 p.m. on 6 October 2007 in Beaverton, Oregon at Sunset Yoga Center.

II. Present

The following board members were present: Pat Musburger, Nina Pileggi, Paul Cheek, Jennifer Shonk, Tonya Garreaud and Don Gura.

III. Committee Reports

Reports were distributed via e-mail to board members. Reports attached.

A. Treasurer-Nina

1. Account Balance and Cash Flow year-to-date reports were presented. Nina reported a surplus of scholarship funds; two scholarships were awarded in February.
2. When annual revenue reaches \$5000.00, the organization will qualify for the next tier of a non-profit. Members who join through IYNAUS help keep revenue down.

B. Membership-Paul

1. Current membership: 110 members; current constant contact server list: 112.
2. There was discussion about holding membership drives at various northwest studios.

C. Communications-Don

1. E-newsletter: An issue will be sent out in November.
2. Website: It was decided that the website will be updated once a month (maximum). To minimize website maintenance, deadlines to post workshops were assigned. Submittal dates are on a quarterly system: March 31, June 30, September 30, and December 31. Workshops will be posted on the website and in the e-newsletter. Dialogue about taking the website in to the future (off of Don's domain name).

D. Scholarships-Pat via Judy's e-mail.

1. There were no applications for scholarships this past term.

E. Nominating- Paul

1. Paul informed Tonya that she is the chair of the nominating committee. Nina and Paul have the proper documents and will transfer them to Tonya.

F. President- Pat

Pat gave an update on the Yogacharya Festival and the International organization; a mission statement and constitution were drafted and will be presented to Guruji this year. The next Yogacharya Festival will be in the United Kingdom in 2009.

1. Portland has been proposed to be the location for the 2010 convention. Don inquired about how to offer additional support/suggestions to the curriculum committee, means of making changes etc.

IV. Old Business

A. Protocols for Committee Chairs and Officers will be presented at the February meeting. Each member needs to draw up a document that covers his/her job description and how he/she meets those responsibilities.

B. Archive Procedures-Tonya

1. Electronic: Each year will have a folder and each board member will maintain a folder of correspondence and documents pertaining to that year. In mid-December all pertinent archival information will be turned

over to the secretary. Both the president and the secretary will keep a copy of electronic archives. Document names must include the date (i.e. 07_OCT_minutes) and title pertaining to the type of document.

2. Paper: Board members will bring any hard documents to the February meeting to review and archive. The secretary to keep these archives.

C. Election 2008-Pat

An election will be held at the end of the summer in 2008 to elect three board members to satisfy the places of Don, Pat and Nina whose terms expire. New members are required to attend the board meeting in October of 2008. The following details of the nomination and election were decided as follows.

1. Pat requested that Tonya draft a letter to send to interested parties regarding responsibilities for the board positions (02/2008).
2. Pat proposed an amendment to the bylaws stating that the election be held between June and August, Tonya moved the motion. Motion seconded and passed.
3. Nina clarified rules for rerunning for an office: an officer can run again but cannot hold the same office. Nina motioned to amend Article 7, Section 2 of the by-laws to read, "The officers of the corporation shall be selected by the board"; furthermore change the second sentence of the article, "duly elected and qualified" to "selected". Motion seconded and approved.
4. Timeline for election 2008 was established: above said letter will be sent to interested nominees at the beginning of April, applications are due to Tonya by June 2, 2008. Ballots will be mailed August 4, 2008 and must be postmarked by August 15, 2008 to be counted.
5. Ballot will include names of who is vacating the board, including state and certification level. A request was made to also include some wise words by Felicity regarding service on the board as a way to propagate the work of B.K.S. Iyengar.
6. Nominating Committee is composed of Tonya, Paul and non-board members.

V. New Business

- A. Nina and Pat will establish the budget for 2008 via e-mail.
- B. Saturday, February 9, 2008 at 3:30 p.m. the next board meeting will take place at Tree House Iyengar Yoga in Seattle, Washington.
- C. Newsletter due out in early November. Theme: Teachers and Teaching. Summary of features to be included in newsletter include note from president, articles from Vicky, Keesa and Felicity, workshop calendar, note about upcoming election, scholarship availability, survey acknowledgement, pictures. Don will send a draft of the newsletter to Pat by November 6. Newsletter to print on November 9.
- D. Paul suggested creating a summary of survey results to send out to members. The summary will be featured in the next e-blast along with a reminder to rejoin the association (preferably through IYANUS website) and that \$5.00 of their member fees is designated to the scholarship fund. If people would like to donate to the scholarship fund they can do so by sending contributions to Nina. Don and Tonya will create a new template for the e-blasts (early December).
- E. Tonya suggested and agreed to research and organize the establishment of a members' library.

VI. Summary of Actions

1. Pat: Send picture of Yoga Northwest anniversary celebration to Don. Write up data about favorite/most challenging asana to acknowledge survey and include in

- Newsletter. Web-search upcoming workshops, send to Don. Write a scholarship article for upcoming newsletter (no applications this past term) to raise awareness (November 1). Draft a request to send to studios that give discounts to IYANW members to list a member price. Ask studios to remind students about scholarships available. Run request by board for approval first (November 15). Talk to Bobbie Fultz about developing a library for NW region (February meeting).
2. Tonya: Draft a letter to send to all persons interested in joining the board for the upcoming election regarding the responsibilities for the board positions. Talk to Nancy Mau (sp?) in the SE region to see how their library operates (February meeting). On Ballot list who is leaving the board as well as certification level/state representation needed (August 1, 2008).
 3. Paul: Send Pat survey results for favorite/most challenging asana for fall newsletter (immediate). Send Don information about the new studio in Bellingham to include in next newsletter.
E-mail Steve H. membership information, clarify cut-off date (November 1).
 4. Don: Send first draft of newsletter to Pat (November 6).
 5. Don & Tonya: Rearrange template for e-blast (early December).
 6. Nina: Develop 2008 budget and submit to Pat by e-mail (November 30).
 7. Jen: Send reminder to board for end-of-year electronic correspondence archival (December 15).
 8. All: Send electronic files/correspondence to Jen (December 31). Write up protocol for each position you hold on the board with detailed explanation of the responsibilities and how you execute them. Collect hard copies of past documents/files to bring to February Board meeting for sorting/archiving (February meeting).

V. Adjournment

Tonya motioned to adjourn the meeting at 5:27 p.m. Motioned seconded.

Minutes submitted by: Jennifer Shonk